

Central Intelligence Agency



OLL 85-2549/1

Washington, D.C. 20505

16 OCT 1985

85-30187

JOINT COMMITTEE  
ON PRINTING

FILE: 45-12

The Honorable Charles McC. Mathias  
Chairman  
Joint Committee on Printing  
Congress of the United States  
Washington, D.C. 20510

Dear Mr. Chairman:

In response to your memorandum to Heads of Departments and Agencies requesting participation in a Joint Committee on Printing (JCP) Survey of Government Printing Office (GPO) customer needs, I have enclosed a copy of the survey form which has been forwarded to the JCP Survey Team. Based on the success we experienced in dealing with GPO's Rapid Response Center and Customer Services Division in 1985, we intend to submit approximately 70 requests for form work and binding services this fiscal year. This Agency commends the JCP and GPO for their efforts toward enhancing the level of support for customers in the Washington Metropolitan Area and for applying what was successful locally to the GPO field facilities.

Sincerely,

/s/Charles A. Briggs

Charles A. Briggs  
Director, Office of Legislative Liaison

Enclosure

Distribution:

Orig - Addressee

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OL/P&PD/PM [ ] (3 October 85)

[ ] aw (15 October 85)

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OL 11082-85

**JCP SURVEY OF REGIONAL CUSTOMER PRINTING NEEDS**

Please contact JCP Professional Staff on (202) 224-5950 or your nearest Regional GPO Office if you have any questions on this matter. All correspondence should be addressed to:

Joint Committee on Printing  
Attn: Regional Customer Needs Survey  
Hart Senate Office Building  
Washington, DC 20510

STAT Submitting Agency Central Intelligence Agency Bureau or Office Office of Logistics  
STAT Location Headquarters, McLean Department contact   
Telephone No.  City and State Washington, D.C. 20505  
\*GPO Regional Office(s)

\*If more than one GPO Regional Office is used, please complete a separate survey form for each GPO office.

Anticipated number of orders per year 70

Number of orders with an 8 - hour or less delivery -

Number of orders with a 9 - to 24 - hour delivery -

Number of orders with a 2 - to 3 - day delivery -

Number of orders with a 4 - to 7 - day delivery -

Number of orders with an 8 - to 10 - day delivery -

Number of orders with an 11 - to 21 - day delivery -

Number of orders with more than 21 - day delivery 70

**PRINTING AND BINDING**

Number of orders requiring duplicating or electrostatic copying <u>-</u>	Avg. pages <u>-</u>	Avg. copies <u>-</u>	
Number of book orders (over 96 pages) <u>-</u>	Avg. pages <u>-</u>	Avg. copies <u>-</u>	
Number of pamphlet orders (96 pages or less) <u>-</u>	Avg. pages <u>-</u>	Avg. copies <u>-</u>	
Number of cut sheet form orders (not more than 4 pages)			
Carbonless paper <u>X</u>	Avg. No. parts <u>4</u>	Avg. sizes <u>8½x11</u>	Avg. copies <u>5,000</u>
Marginally punched <u>X</u> (continuous)	Avg. No. parts <u>4</u>	Avg. sizes <u>8½x11</u>	Avg. copies <u>25,000</u>
Writing paper <u>X</u>	Avg. No. pages <u>1</u>	Avg. sizes <u>8½x11</u>	Avg. copies <u>10,000</u>

Percentage of orders requiring two or more color presswork 5%

Number of classified or sensitive orders - Avg. pages - Avg. copies -

**COMPOSITION REQUIREMENT**

0- Camera copy to  
Composition required on be provided orders. Number of pages -

Does your agency have telecommunications or floppy disk capability -

Is your agency willing to install a modem etc, necessary for telecommunications -

Is your agency willing to supply floppy disks from word processors or personal computers -

Approximate number of manuscript pages expected -

Approximate number of manuscript pages expected to be transmitted via telecommunications -  
via floppy disk -

Estimated number of orders requiring classified/sensitive handling - Number of pages -

Will your agency be interested in computer graphics services - If so, number of pages weekly -

**MAILING/DISTRIBUTION**

Number of orders for mailing service only - order

Would your agency use computerized mailing list management services -

## **NUMBER OF ORDERS REQUIRING SPECIALTY ITEMS**

Die cutting \_\_\_\_\_ - Size \_\_\_\_\_ Avg. copies \_\_\_\_\_  
-  
Lamination \_\_\_\_\_ - Size \_\_\_\_\_ Avg. copies \_\_\_\_\_  
Numbering \_\_\_\_\_ - Size \_\_\_\_\_ Avg. copies \_\_\_\_\_  
Thermography \_\_\_\_\_ - Size \_\_\_\_\_ Avg. copies \_\_\_\_\_  
Envelopes \_\_\_\_\_ - Sizes \_\_\_\_\_ Avg. copies \_\_\_\_\_  
Tab dividers \_\_\_\_\_ - Sizes \_\_\_\_\_ Avg. no. dividers per set \_\_\_\_\_ Avg. copies \_\_\_\_\_  
Labels \_\_\_\_\_ - Sizes \_\_\_\_\_ Avg. copies \_\_\_\_\_

Silk screen, printing on binders, etc. X Size 8½x11 Avg. copies \_\_\_\_\_  
Other types of specialty items hard binding magazine volumes, hinged pressboard cover sets, and hand assemble craft envelopes with reinforced edges.

It may be necessary to establish a pick-up and delivery service for some agencies. Will your agency take advantage of a regular daily messenger service if available?

Yes  No \_\_\_\_\_

(We assume thi  
to be main GP

Estimated percent of work listed in this survey that is not currently being ordered through the RPPO. in our case)

Where work is being transferred from? Effect on transferring facility?

Would any of this work be coming from another printing facility? Yes \_\_\_\_\_ What effect would it have on that facility?

COMMENTS: All of the above work would ordinarily be produced in CIA's own printing facility. Procuring this printing through GPO places the CIA plant in a better position to respond to requests for the production of current intelligence material.

## SUGGESTIONS AND RECOMMENDATIONS:

3 SEP 1985

## ROUTING AND TRANSMITTAL SLIP

30 AUG 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <u>DOL EOL</u>	<u>JK</u>	<u>7/6</u>
2. <u>AD/L</u>	<u>LP</u>	<u>4/9</u>
3. <u>C/P &amp; PD-</u>	<u>UD</u>	<u>9/10</u>

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Please assist D/OLL in providing an appropriate response to the Joint Committee by 15 Oct 85. Send DDA a copy of your response. Thank you

2-4: Watch our security  
& unique mg.

SUSPENSE DATE 11 OctODL

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

<u> </u>	Room No.—Bldg.
<u> </u>	Phone No.

ENDNOTE A

5010-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* GPO: 1983 O - 381-529 (232)

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL	X			
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20	D/OL		X		
21					
22					
	SUSPENSE		15 Oct 85		
			Date		

## Remarks

TO #14:

For your direct response with an info  
copy to ER.

STAT

3637 (10-81)

Executive Secretary

30 Aug 85

Date

CHARLES ANNUNZIO, REPRESENTATIVE FROM IL  
 CHAIRMAN  
 JOSEPH M. GADDIS, REPRESENTATIVE FROM PA  
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 FAYE M. PADGETT, ASSISTANT STAFF DIRECTOR

85- 2891

CHARLES MCC. MATHIAS, JR., SENATOR FROM MD  
 VICE CHAIRMAN  
 MARK O. HATFIELD, SENATOR FROM OR  
 HOWARD H. BAKER JR., SENATOR FROM TN  
 WENDELL H. FORD, SENATOR FROM KY  
 CLAIBORNE PELL, SENATOR FROM RI

818 HART SENATE OFFICE BUILDING  
 U.S. SENATE  
 WASHINGTON, DC 20510  
 PHONE 224-5241

ED/A Dated 8/27/85  
 85-3018

# Congress of the United States

## Joint Committee on Printing

August 27, 1985

TO: Heads of all Federal Departments and Agencies

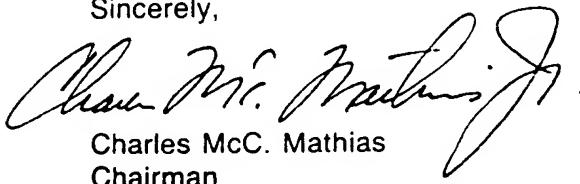
On October 1, 1984, Chairman Annunzio established a pilot program at the Government Printing Office, Rapid Response Center (RRC) to provide a new level of comprehensive service in the National Capital Area. The facility is being upgraded and modernized and the addition of a procurement staff has provided a new dimension to the RRC's ability to respond to customer needs. All changes were based on the results of a customer survey which defined equipment needs and contract specifications. The results for Washington, DC, Northern Virginia, and Maryland customers have been most positive.

The response to the pilot program has convinced the Joint Committee on Printing that this approach could potentially be applied to all of the Government Printing Office Regional Printing Procurement Office and Field Printing Plants. For this reason, the Joint Committee will request the Public Printer to allocate appropriate resources to all of these offices to allow them to provide the same comprehensive level of service offered by the RRC. This new policy and direction will go into effect immediately. However, in order to maximize the potential for success, your agency is requested to participate in a JCP national survey of customer needs (see attached). Many of your offices will also be sent copies of the survey directly from the GPO Regional Offices. The results of this survey will be used to project workload levels, to aid in the modernization and upgrading of the facilities. We request that your local offices respond to the Joint Committee by October 15, 1985. Follow-up visits may be made by a survey team. Survey results will be used to determine the ultimate configuration of each location.

During the transition period from the existing configurations to full implementation of this concept, you will see a wide variety of changes taking place. I am pleased to announce that the first such change about to take place is the establishment of a number of satellite offices outside of the existing Regional office cities. Between now and the completion of all of the changes that are to come, every effort will be made to satisfy agency mission requirements.

With best wishes,

Sincerely,



Charles McC. Mathias  
 Chairman

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Washington, DC 20510

Submitting Agency \_\_\_\_\_ Bureau or Office \_\_\_\_\_

Location \_\_\_\_\_ Department contact \_\_\_\_\_

Telephone No. \_\_\_\_\_ City and State\_\_\_\_\_

\*GPO Regional Office(s) \_\_\_\_\_

\*If more than one GPO Regional Office is used, please complete a separate survey form for each GPO office

Anticipated number of orders per year \_\_\_\_\_

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Number of orders with a 4 - to 7 - day delivery \_\_\_\_\_

Number of orders with an 8 - to 10 - day delivery \_\_\_\_\_

Number of orders with an 11 - to 21 - day delivery \_\_\_\_\_

Number of orders with more than 21 - day delivery \_\_\_\_\_

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Marginally punched _____ (continuous)	Avg. No. parts _____	Avg. sizes _____
Writing paper _____	Avg. No. pages _____	Avg. sizes _____
Percentage of orders requiring two or more color presswork _____		
Number of classified or sensitive orders _____	Avg. pages _____	Avg. copies _____

**COMPOSITION REQUIREMENT**

Composition required on \_\_\_\_\_ orders. Number of pages \_\_\_\_\_

Does your agency have telecommunications or floppy disk capability \_\_\_\_\_

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Will your agency be interested in computer graphics services \_\_\_\_\_ If so, number of pages weekly \_\_\_\_\_

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Would your agency use computerized mailing list management services \_\_\_\_\_

**NUMBER OF ORDERS REQUIRING SPECIALTY ITEMS**

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Yes \_\_\_\_\_ No \_\_\_\_\_

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Where work is being transferred from? Effect on transferring facility?

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COMMENTS: \_\_\_\_\_

**SUGGESTIONS AND RECOMMENDATIONS:**

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Washington, D.C. 20505

16 Oct '85

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Sincerely,

/A/

Charles A. Briggs  
Director, Office of Legislative Liaison

Enclosure

Distribution:

Orig - Addressee

1 - ER	1 - D/OLL
2 - DDA	1 - DD/OLL
1 - DL Chrono	1 - [redacted] Subj
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1 - OL/P&PD/Official	1 - OLL Record
1 - OL/P&PD/Chrono	1 - OLL Chrono
1 - OL/P&PD/PM Chrono	

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OL/P&PD/PM/ [redacted] (3 October 85)  
[redacted] aw (15 October 85)

